

## THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY, FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 24<sup>TH</sup> JULY, 2019 at 7.30 PM IN THE MEETING ROOM, COUNCIL OFFICES, THE IVERS PARISH COUNCIL.

**Present:** Councillors Wendy Matthews, Ann Mayling, Carol Gibson and Chris Jordan, Jyoti Kaushal, Chris Woolley.

**In Attendance:** Dawn Fleming (Clerk).

**Minutes taken by:** Dawn Fleming.

#### **19 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs. Bill Lidgate and Jacquie Bryson.

#### **20 DECLARATIONS OF INTERESTS**

No declarations of interest were received.

#### **21 THE MINUTES**

To confirm as correct the minutes (previously circulated) of the meeting held on the 15<sup>th</sup> May 2019 and to authorise the Chairman to sign the same. It was:

**RESOLVED: to sign the minutes as a correct record of proceedings.**

#### **22 CLERK'S REPORT**

- a) Paperwork for Volunteers – the Clerk has put together an application form with all relevant required details for volunteers and discussed that at present none of the volunteers needed to be DBS checked as the work they are currently undertaking does not require one. It was:  
**AGREED: to use the application form going forwards and note that currently there are no requirements for DBS checks for volunteers.**
- b) The Clerk has updated the drone guidelines to incorporate the current changes and has also included the change due in November 2019. It was:  
**AGREED: to accept the new Drone Guidance**
- c) St. Leonards Hall, Richings Park has been redesignated as a Polling station. It was:  
**NOTED**
- d) The Clerk has undertaken an in-depth investigation of email and IT system security and made recommendations with regard to measures that should be put in place. It is recommended that the Clerk be the administrator of the account as is best practice. The Clerk will be putting together a list of current IT requirements for review at the next meeting on September 25<sup>th</sup>. It was:  
**AGREED: to review and agree the recommendations of the Clerk at the next Policy and Finance Meeting and that the Clerk should be made full administrator of the account when the new service is effected.**
- e) The Clerk gave an update on the insurance cover for volunteers with regard to the Speedwatch hire and the requirements of Iver Parish Council for the volunteers. It

was:

**NOTED**

- f) The Clerk gave an overview of the current banking systems and proposed new banks and made some recommendations for additional opportunities to enhance the security. The Clerk will make enquiries of relevant banks and the security they offer, and will report back at the next Policy and Finance Meeting with the recommendations. It was:

**AGREED: to review and agree the recommendations of the Clerk at the next Policy and Finance Meeting.**

## **23 CHAIRMAN'S REPORT**

- a) Inetex Report on Outage – The Chair had asked for a report from Inetex which had been previously circulated. It was reported that there were no inherent issues with the system. It was agreed that it is appropriate to review the support levels and in order for the Clerk to review this, the Chair should request a copy of the current contract. It was:

**AGREED: to request a copy of the current IT Contract from Inetex.**

- b) The Chair updated the meeting on the various Heathrow funds. A sum of £1,215 has been received from Heathrow Villages fund for the Iver Heath Event. The Parish Council have also approached the Heathrow Villages Better Neighbours Scheme regarding additional projects including a mural and knee rails.

With regard to the Heathrow Expansion, the Chair confirmed that the appeal against judicial review had been granted with an initial hearing in October. Local groups and individuals have been registering with the Planning Inspectorate (PINS) to get information. It was:

**AGREED: to register the Council as an interested party.**

## **24 LEASE EXTENSION**

The Clerk brought the proposed terms for a five year extension of the lease at 63B Chequers Orchard. A number of queries were raised which the Clerk is to investigate. It was:

**RESOLVED: to agree, in principle, to the five year lease extension if the Clerk can agree appropriate terms.**

## **25 STAFF HANDBOOK**

The Clerk has updated the current staff handbook to incorporate legislative and required changes, as requested by the HR Committee. Some additional changes were indicated which the Clerk will incorporate and then the Staff Handbook will be circulated to all staff for their signed acceptance. It was:

**RESOLVED: to accept the new Staff Handbook once the changes had been incorporated and for the Clerk to distribute this as appropriate.**

## **26 REVIEW OF CURRENT POLICIES**

The Clerk has updated the Volunteer Policy. One additional change was noted which the Clerk will incorporate. It was:

**RESOLVED: to accept the updated Volunteer Policy once the Clerk has made the agreed change and for the Clerk to engage with our existing volunteer.**

## **27 LAF PROJECTS**

An update was given about the Local Youth projects within the area and evidence that sustainability for a period longer than one year was a primary concern. The evidence

collected was mainly from Iver Heath. Further investigation is needed into what is available for the local youth population elsewhere within the Ivers Parish. The Council has already acted on the recommendations within its remit. It was:

**NOTED that the Council had already acted on the recommendations within its remit.**

**28 NEIGHBOURHOOD PLAN / LOCAL PLAN**

There is a Consultation event on Saturday 27<sup>th</sup> July at the Iver Recreation Ground Jubilee Pavilion where Councillors can answer questions from members of the Public. A response is currently being put together for the Local Plan. It was:

**NOTED**

**29 REPORTS FROM WORKING GROUPS**

- a) Christmas lights event – A meeting was held on 22<sup>nd</sup> July. A task list to be put together and tasks allocated. The Clerk has organized a meeting with the main suppliers of the lights. On the day parking issues were highlighted and several suggestions put forward to ease congestion.
- b) Community Events – The Sunday Funday event will run on 28<sup>th</sup> July at the Iver Heath Recreation Ground to promote the groups running activities there as well as across the local area. This will not be a fete or fair but will be an opportunity for residents to try activities. Currently there are 12 groups confirmed as attending. Sponsorship has been received which means that entry and all activities will be free.

**30 HEALTH AND SAFETY**

- a) Incident reports – nothing to report.
- b) The Clerk gave an update on H&S. All Fire Risk Assessments have been done and necessary advisements carried out. Some gas certificates are due along with one electrical certificate, fire evacuation has been carried out and automatic door closers (in the case of fire) have been fitted at the offices. Three quotes have been received for PAT testing although without the number of units to be tested it is difficult to ascertain which is the best quote. It was:

**RESOLVED: to carry out the electrical and gas certification and delegate to the Clerk and the Chair, to assess the best quotation for the PAT Testing.**

**31 GRANT APPLICATIONS**

- a) Richings Players in the sum of £500. Money to go towards formal youth training within their forthcoming production. It was:  
**RESOLVED: to make this payment**
- b) Iver Heath Residents Association, redecoration of the Church Road bus stop in the sum of £118.31. It was:  
**RESOLVED: to make this payment**
- c) Iver Heath Residents Association, upkeep of concrete planters as agreed last year, in the sum of £39.96. It was:  
**RESOLVED: to make this payment**
- d) Citizens Advice Bureau – grant of £486 for staff salary for next year. It was:  
**RESOLVED: to support the application in principal, but a grant cannot be allocated to another financial year and CAB should apply again within the next financial year.**

**32 AMENDMENTS TO FINANCIAL REGULATIONS**

Changes to the Financial Regulations were discussed and it was:

**RESOLVED: that the Clerk should authorise expenditure for any items below £500 and to remove the requirement for the Council to authorise all items over £5,000 as this is delegated to individual committees.** Furthermore it was:

**RESOLVED: that the RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses and the register of payments would be included quarterly with the authorisation of payment sheets.**

**33 FINANCE**

a) To receive budget analysis papers for all council committees – It was:

**RESOLVED: That the reports be noted.**

b) The final end of year accounts had been brought forward from the previous meeting and circulated. It was:

**NOTED that the End of Year accounts had been agreed and signed off at the June Council meeting**

**34 PRESS RELEASES/WEBSITE**

No suggestions were made.

**35 EXCLUSION OF THE PUBLIC AND PRESS**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, it was:

**RESOLVED: to exclude the public and press from the remainder of the meeting as matters which were to be discussed were considered to be confidential.**

**PART TWO**

**36 STAFFING MATTERS**

The recommendations of the HR Committee and other matters were discussed and agreed.

**Meeting finished at 10.00pm.**

Date of Next Meeting is Wednesday 25<sup>th</sup> September 2019, 7.30 pm, The Ivers Parish Council Offices.

Signed.....Chairman

Date.....